

Reinstating Lapsed Registration Certification

When submitting the certification reinstating a lapsed registration, the letter MUST be:

1. Prepared on the Registrant company letterhead.
2. Copied verbatim as written below except for the sections in parentheses and italicized. In those sections, add specific information. If any such considerations apply, their full particulars must be provided in the body of the letter.
3. Signed by an authorized senior officer listed in Block 7 of the DS-2032 form.
4. Prepared using the same business legal name as that in the U.S. or Foreign equivalent Government or State (endorsed or issued) documentation supporting legal name and organizational type of the registrant. (e.g., articles of organization, articles of incorporation, State Incorporation Certificate).
5. Included with [registration renewal package](#).

Dear *(insert name of current Director of the Office of Defense Trade Controls Compliance)*:

"Under penalty according to Federal Law (22 CFR 127.2; 22 USC 2778; 18 USC 1001) I, *(insert name of person signing letter)*, warrant the truth of the statements made herein and certify that *(insert Registrant's name as it appears on the DS-2032)* has not been in the business of manufacturing, exporting, or brokering defense articles or defense services since *(enter existing DDTTC registration expiration date (e.g. mm/yy))*."

Respectfully,

(Signature, in ink, of Senior Officer as their name appears in Block 7 of DS-2032 form)

(Print Full Name)

(Insert Official Title)